TTB Expo

Pay.gov–Electronic Return and Report Filing for Brewers Made Simple

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What is Pay.gov?

- Pay.gov is a Web site that allows for processing and filing electronic payments/returns for Federal excise taxes and operational reports.
- It is a safe, efficient way to make financial transactions.
- You receive a confirmation number that verifies the transmission of the return, payment, or operational report.

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Why Do I Want to Use It?

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- **Pay.gov can help save time, money, and energy**
  - Fill the form in right the first time, every time
  - E-mail the reports within your company
  - No more "rushing to the post office" to get the mail post-marked on time
  - No more postage
  - Electronic copies eliminate the need for storing paper—just keep a copy on your network or hard drive

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How Do I Get Started in Pay.gov?

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- Complete a TTB User Agreement
  - Found at http://www.ttb.gov/forms/f500031.pdf
  - Complete the form with the requested information, including signature and date, to obtain a User ID and password. You must have Signature Authority or Power of Attorney for the company to get your ID.
  - Mail it to us at: Alcohol Tobacco Tax and Trade Bureau
                              Attn: Pay.gov
                              8002 Federal Office Building
                              550 Main Street
                              Cincinnati, OH 45202
  - You may sign up for multiple Permit/Registry information relating to a single company with each agreement.

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How Do I Use Pay.gov?

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- Getting into the Pay.gov system
  - Why do we use www.ttb.gov to get into Pay.gov?
- Pay.gov Navigation
  - User Profile
  - Bank Accounts
  - Saved Forms
  - Submitted Forms
  - Reassign Forms
  - Private forms

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How Do I Use Pay.gov? (Cont'd)

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- Filling out a Tax Return and making a payment
  - FedWire vs. ACH
  - If you use Pay.gov, you must make an electronic payment.
- Filling out an Operational Report
  - You can submit an original and multiple amendments.

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